



FUNERALS AND MEMORIALS

POLICIES AND PROCEDURES

972.306.4477
[BENTTREE.ORG/MEMORIALS](https://benttree.org/memorials)

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FUNERALS/MEMORIALS

During this time of grief and mourning our pastoral staff want to minister to you and your family.

In our desire to provide the upmost care during these difficult time for families we have had to limit offering services at Bent Tree to between Monday and Thursdays. Our chapel can be reserved during these days only. Bent Tree pastors can officiate a service.

If a service is requested over a weekend, Friday, or Saturday, we recommend that a local funeral home be contacted. Bent Tree pastors could officiate the services at these locations.

FEE STRUCTURE

Church Member

For services Monday – Thursday, 8AM - 5PM

- Chapel – no fee
- Reception fee is \$0 in hallway/ \$100 for classroom
- Tech fee of \$200 (Plus \$200 if requesting Livestream Tech)
- Funeral Coordinator – \$200
- Honorarium for Officiating pastor - minimum \$200

For services Friday - Saturday, 8AM - 1PM

- Chapel fee – \$200
- Reception fee of \$50 in hallway/ \$100 for classroom
- Tech fee – \$200 (Plus \$200 if requesting Livestream Tech)
- Funeral Coordinator fee – \$200
- Honorarium for Officiating pastor – minimum \$200

Nonmember

For services Monday – Thursday, 8AM - 5PM

- Chapel – \$300
- Reception fee of \$50 in hallway/ \$100 for classroom
- Tech fee – \$200 (Plus \$200 if requesting Livestream Tech)
- Funeral Coordinator fee – \$200
- Honorarium for Officiating pastor – minimum \$200

For services Friday - Saturday, 8AM - 1PM

- Chapel - \$500
- Reception fee – \$100 for hallway, \$150 for classroom
- Tech fee – \$200 (Plus \$200 if requesting Livestream Tech)
- Funeral Coordinator fee – \$200
- Honorarium for Officiating pastor – minimum \$200

***If larger space like the Family Theater is requested for additional room, coordinator and tech fees will apply.*

CONNECTING WITH A PASTOR

If you would like a Bent Tree pastor to officiate the service, there are two ways we connect you:

You already know and have spoken with a Bent Tree pastor.

You do not have a direct connection with a Bent Tree pastor.

- First, we determine whether the individual is involved in any groups, service or mission areas. If so, we will connect you with the pastor from that area.
- If not, we will direct them to their Demographic pastor based on the deceased's age category.
- If the Demographic pastor is not available, the request will be sent to the rest of the pastoral staff.
- In any above, the pastor will set up a meeting regarding the service.

ORDER OF SERVICE

Below is a guideline to help you and your pastor to plan the service. Friends and family can share in the roles. Elements can be added, deleted, or moved as your family desires. Bent Tree does not print these. We recommend that if you choose not to use the funeral home for this service, that Kinko's and AlphaGraphics both have excellent templates online that you can choose from.

Possible Elements Could Include:

Slide Show/Video
Prelude
Welcome
Scripture Reading
Obituary/Eulogy (background/significant contributions)
Transition Song of Reflection (30 sec)
Pastoral Message
Instructions for reception/graveside, etc.
Closing Prayer/Benediction
Postlude

DETAILS TO KEEP IN MIND

Speakers

Select 1-4 speakers, they have 3-5-minute time slots. Please have them prewrite their speech.

For Music/Songs

- Select 1 or 2 songs for the service. If you wish for more choices, you can use them in the Pre/Postlude times.
- If you wish for congregational singing, please be sure printed lyrics are inserted in the program.
- Will this be a recording, or a live vocalist? Bent Tree does not provide a list of vocalist or accompanist. Any live vocalists/musicians need to arrive at least an hour before the service for a sound check. Arrangements will need to be made with the AV Tech.
- Recordings need to be in mp3 or AAC format on a USB drive.
- USB needs to be delivered to Bent Tree 24 hours prior (48hrs for Saturdays) to test in our systems. If there is more than one song, a written list of the songs and when you want them played need to accompany the USB.

For Slide Show/Video

- Bent Tree does not provide video creation.
- Video will need to be in iMovie or QuickTime or similar, aspect ratio 1920 x 1080, and saved to a USB drive. USB needs to be delivered to Bent Tree 24 hours prior (48hrs for Saturdays) to test in our systems.
- If using a J-Hall room, video will need to be a PowerPoint with embedded music, on a USB drive, delivered to Bent Tree 24 hours prior (48hrs for Saturdays) to test in our systems.
- A still shot photo for when video isn't playing.

Audio/Visual Tech

Bent Tree uses professional systems throughout the building for a quality experience. Due to this, trained professionals are needed to run the equipment. If a live vocalist or musician is being planned, a higher-level tech person will be needed. Depending on the extent of the vocalist/musicians, or if the Family Theater is being used, a second tech person may be required for an additional \$250.

Donations/Floral Remembrances

- Flowers need to be delivered day of service as there is no refrigeration available. Flowers need to be removed following service. In lieu of flowers, do you wish to designate a charity people can donate to? Be aware of Social Media Charities.
- Designate a family member or friend to oversee making sure flowers and any personal family belongings/memorabilia have been gathered to go back home.
- For Bent Tree donations, please get a link from the Database Manager.

Guest Book

- The guest book is provided by the funeral home, or you can let us know as we have complimentary ones.
- Memorial Table/Sign in table for book and or pictures. Tablecloth can be provided through us (no fee).

Honorariums

It is suggested that families communicate with the officiating pastor regarding fees/honorariums. Most officiates do not charge a set fee but prefer a family to provide compensation according to a scaled amount. Suggested amount is \$200 or more. Make check out to the officiating pastor not Bent Tree, this is separate from building fees.

Receptions

Our reception area is set up for a light refreshment reception (finger sandwiches, fruit & cheese trays). Please note that there is no refrigeration available. We also ask that there not be colored punch as those stains are difficult to remove from carpets.

Guest Pastor Request

We welcome pastors from other churches and denominations of the Christian faith to participate in memorials at Bent Tree. To make this possible, we request that the information below be read and affirmed by the guest pastor. Your Bent Tree pastor will have a copy of this document to be completed and returned for approval along with the guest pastor's statement of faith.

Bent Tree Building Use Statement

No Activity on church property may contradict the purpose or doctrine of Bent Tree – whether the activity has an overt religious purpose (preaching, worship services, Bible instruction, communion, baptism, weddings, funerals) or an implied religious purpose (social service, community service, mentorship, benevolence, charity, schools).

In addition, church property is exclusively reserved for persons and organizations who acknowledge and adhere to Bent Tree's Statement of Faith and position on Marriage. Bent Tree's position on marriage affirms the biblical understanding of marriage as a sacred covenant between one man (created by God and born as man) and one woman (created by God and born as a woman). This conviction shapes all Bent Tree practices including weddings and funerals hosted at the church.

Bent Tree Statement of Faith

We believe that the Scriptures are inspired by God, inerrant and authoritative, without error in the original writing, and the divine and final authority for all Christian faith and life.

We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ is the Son of God, born of the virgin Mary; we believe that Christ shed his blood on the cross, dying for our sins as a substitutionary sacrifice, and that he arose bodily from the grave and ascended into heaven; we believe that individuals find salvation only through faith in Jesus Christ as their personal Savior.

We believe that the Holy Spirit is the Third Person of the Trinity, equal with God the Father and God the Son; he indwells every believer from the moment of salvation and empowers the Christian for a life that is honoring to God.

We believe that all true believers are members of the universal church regardless of organizational affiliation.